



UNITED STATES MARINE CORPS
COMMANDING GENERAL
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1746.16I

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20 Dec 00

COMBAT CENTER ORDER 1746.16I

From: Commanding General
To: Distribution List

Subj: COMMISSIONED OFFICERS' CLUB CONSTITUTION, BY-LAWS AND HOUSE RULES

Ref: (a) MCO P1700.27A

Encl: (1) Constitution
(2) By-Laws
(3) House Rules
(4) Sample Advisory Board Member Appointment Letter

1. Situation. To promulgate regulations for the operation and government of the Commissioned Officers' Club per the reference.

2. Cancellation. CCO 1746.16H.

3. Mission. This Revision contains major administrative changes and must be read in its entirety.

4. Execution

a. Per the reference, the Commissioned Officers' Club Advisory Board is hereby directed to maintain current the contents of this Order.

b. The Manager of the Commissioned Officers' Club shall post copies of this Order within the club and ensure their availability to members and guests.

c. The Commanding General will appoint the President of the Advisory Board.

d. Commanding Officers will appoint a primary and an alternate member to the Advisory Board utilizing enclosure (4).

e. Commanding officers of the units aboard the Combat Center will ensure that all officers desiring to use the Commissioned Officers' Club apply for membership.

5. Administration and Logistics. Distribution statement A-1 directives issued by the Commanding General are distributed by guardmail. This order can be viewed at <http://www.29palms.usmc.mil/base/manpower/adj>.

6. Command and Signal

a. Signal. This order effective date signed.

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b. Command. This order is applicable to the Marine Corps Total Force.

//signed//
F. M. STEWART
Chief of Staff

DISTRIBUTION: A-1

Constitution

Article I

1. Designation

a. The official designation of the facility shall be the "Combat Center Officers' Club" (CCOC), an activity of the Food and Hospitality Branch of the Marine Corps Community Services (MCCS) Directorate, Marine Corps Air Ground Combat Center, Twentynine Palms, California, hereinafter referred to as the Club.

b. The facilities of the Club will include the Officers' Pub within building 1573. The officers' Pub is for the exclusive use of MCAGCC active duty officer members, retired service members, guests, and visiting officers.

Article II

2. Mission. The mission of the Club is to promote and maintain the well-being, morale, camaraderie, and efficiency of Marine Corps officers and their families by providing dining, social and entertainment facilities.

Article III

3. Membership. Any officer eligible for membership can check-in at the CCOC office and be entered onto the membership rolls by completing a membership application form. Membership is by priority as shown below.

a. Active Membership. Active members may use all club facilities, participate in all club programs and serve as voting members of the advisory group. Active membership will be extended to all active duty officers of the U.S. Armed Forces assigned to the Combat Center or directly supported by it.

b. Associate Membership. Associate membership is comprised of members who have all the privileges of active members except the right to vote on the advisory group. Associate membership status, commensurate with grade, rank or pay equivalents will be extended automatically to persons listed below unless specifically prohibited for lack of sufficient space in the facility or other justifiable cause as determined by the Commanding General. The listing below is by mandatory priority:

(1) Adult dependents of military officers entitled to active membership, if the sponsor is stationed for duty at an installation or military unit apart from the one serving dependents.

(2) Other officer personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the U.S. Public Health Service, on active duty or who are on the retired list receiving pay.

(3) U.S. Naval Academy Midshipmen; Cadets of the Army, Air Force and Coast Guard Academies; and NROTC Midshipmen only when on active duty.

(4) Uniformed, paid members of the Red Cross assigned to the installation.

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(5) Active duty military personnel of foreign nations when authorized exchange privileges in the United States.

(6) Civilian connected directly with the Marine Corps, or who have official business therewith, such as Government officials, Government employees in the grade of GS-7 or above, ungraded employees paid in WS, WD, and WN pay rates, contracted professionals, technical representatives, and representatives of officially recognized welfare agencies, only when those civilians are so engaged aboard the Combat Center.

c. Honorary Membership. This type of membership extends the same privileges and services as an associate membership. Honorary membership, upon recommendation of the Advisory Board and approval by the Commanding General, may be extended to:

(1) Officer recipients of the Medal of Honor, honorably discharged veterans of the U.S. Armed Forces with 100 percent service-connected disability and their widow/widowers.

(2) Unmarried widows or widowers of officers who died while on active duty or while retired from any of the U.S. Armed Forces.

(3) Dependent spouses of officers of the U.S. Armed Forces who are classified as prisoners of war or missing in action.

(4) Individuals who have distinguished themselves in direct association with the Marine Corps. These individuals may include members of Congress, local or state Government officials and civilian community leaders. Persons eligible for active or associate membership will not be granted honorary membership.

d. Patronage Eligibility (Other than by Membership)

(1) Adult dependents of active, associate and honorary members will be afforded the same patron privileges as their sponsors.

(2) Reciprocal patron privileges will be extended to adult dependents of Marine Corps officers in a unit deployment status; TAD officers may use the Officers' Club.

(3) Reciprocal patron privileges may be extended to active, associate, and honorary members of other Officer Clubs, and their adult dependents.

(4) Nonmembers are eligible to utilize the Club's facilities as bona fide guests of authorized patrons. A bona fide guest is a person whom a member has specifically invited and for whom the member assumes full responsibility, including payment for services and products received.

(5) Membership in the Club is voluntary.

e. Termination of Membership.

(1) Membership will terminate upon detachment of the patron, request

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of the patron, or when directed by the Commanding General. Prior to termination, members will check-out at the CCOC Office.

(2) In the event that a member is recommended for termination for cause, the advisory board will make such recommendation and forward it to the Commanding General via the President of the Advisory Board for decision.

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Article IV

4. Operations

a. Operations. Subject to the reference and such other regulations as may be issued by the Commandant of the Marine Corps, the operation of the Club is a command responsibility.

b. Profits. The Club is an instrumentality of the United States Government and will not be operated for the financial profit of any person or combination of persons. Club personnel will not accept any entertainment, gifts, loans or favors of any kind, no matter how innocently tendered or received, from any person or firm who seeks or enjoys dealings with this activity which could result in financial profit or benefit to club personnel. The Club will not accept any contributions or donation from commercial organizations for its employees, employee parties or other select groups. No individual will have any enforceable interest or right of any kind in the operation of the Club or its assets.

c. Dues. Dues are established to help defray operational expenses and enhance quality of life for members and their families, while providing camaraderie outside the workplace. As mentioned, membership is voluntary, but is highly encouraged to help build unit cohesion both within separate units and MCAGCC as a whole. MCCS will bill patrons monthly for membership dues. MCCS will also include a calendar of events and other information with the monthly billings. Normal incentives for members will include check cashing privileges, special discounts, complimentary meals and calendar of events. Club dues will be prorated and reviewed annually.

d. Property. All Club property will be controlled, maintained and accounted for per the reference.

Article V

5. Administration

a. Advisory Board

(1) All members of the Club Advisory Board will be appointed, in writing, by the Commanding General from the rolls of the Club membership. Each unit commander identified in Article V paragraph 5a(5), shall nominate to the Commanding General (Attn: President, Officers' Club Advisory Board) one primary and one alternate member to serve on the Advisory Board, one of whom will be required to attend each Advisory Board meeting. The alternate member shall be permitted to vote in the absence of the primary member. A simple majority shall constitute a quorum. The Club Manager, the Director, MCCS Directorate, and the Head, Food and Hospitality Branch are ex officio members. All meetings will be advertised to the club membership in advance so that all interested members may attend if they so desire.

(2) Duties of the Advisory Board are as follows:

(a) Meet at least quarterly at the discretion of the President. The proceedings of each meeting of the Advisory Board shall be recorded,

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signed by the president and recorder, and submitted to the Commanding General for information and/or appropriate action. Minority reports shall be attached by enclosure or referenced. Each original record of proceedings and the action of the Commanding General thereon will be forwarded to the Director of the MCCS Directorate. Copies of the minutes will be posted.

(b) Act only in an advisory capacity to the Commanding General and not engage in any management or operational duties.
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(c) Observe the overall operation of the Club and make recommendations to the Commanding General for its improvement.

(d) Maintain current a Constitution and By-laws, for approval by the Commanding General.

(3) Appointed representatives of the Advisory Board may not receive remuneration from the Club in cash, goods or services for any duties performed as a member of the Advisory Board or as individuals during or after working hours.

(4) Committees may be appointed from the representatives of the Advisory Board by the President as required.

(5) The Advisory Board will be guided by the provisions of the reference, and will be composed of the following minimum representatives:

(a) President - Field Grade officer designated by the Commanding General

(b) Members - One representative each from following organizations/groups:

- 1 Headquarters Battalion.
- 2 Headquarters, 7th Marines (Supports Regimental Battalion).
- 3 Marine Corps Communication-Electronics School.
- 4 1st Tank Battalion.
- 5 3d Battalion, 11th Marines.
- 6 Delta Company, 3d Assault Amphibian Battalion.
- 7 3d Light Armored Reconnaissance Battalion.
- 8 Marine Unmanned Aerial Vehicle Squadron 1.
- 9 Combat Service Support Group 1.
- 10 U.S. Naval Hospital.
- 11 23rd Dental Company.

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12 Aviation Ground Support Element.

13 Retired Community Representative.

14 Reserve Support Unit.

15 Manpower Directorate.

b. Management Personnel. The Club Manager and the Assistant Club Manager shall be guided in the performance of their duties by the reference and other pertinent regulations.

Article VI

6. Publication, Amendment and Revision

a. The Constitution, By-laws and House Rules of the Club will be available from the Club Manager for the information of patrons.

b. The Constitution, By-laws and House Rules will be reviewed annually by the Advisory Board. Recommended amendments or revisions will be submitted to the Commanding General.

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By-Laws

Article I

1. Complaints and Recommendations

a. Complaints concerning the operation of the Club or conduct of Club employees will be orally reported to the Club Manager or the duty representative, if immediate action is required.

b. Complaints which do not require immediate action, and recommendations for changes or improvements may be submitted to the Club Manager, Advisory Board, or Director, MCCA Directorate.

Article II

2. DRESS

a. Pride in the uniform and leadership by example are expected of all officers. The same high standard of neatness and cleanliness required in uniform must be applied equally to the wearing of civilian clothing in the Officers' Club. The restrictions described below apply to both male and female patrons, military, civilian, and family members.

b. Inside Building 1573 and North Patio Area

(1) Service uniforms appropriate to the season, utilities, flight suits, and civilian attire which adheres to standards of decency and decorum expected in an officers' club.

(2) Service uniforms or costumes may be prescribed for parties and special occasions.

(3) Walking shorts and Bermuda shorts may be worn in the main building.

(4) Expressly prohibited items of personal wear in the club include:

(a) Clothing which is skin tight, or contains eccentric alterations, designed to expose or accentuate parts of the anatomy.

(b) Clothing such as "T" shirts and jeans which are obviously soiled, torn, or frayed. A T-shirt is defined as any collarless, short-sleeved shirt regardless of the presence of pockets, color, printing or decoration.

(c) Swimming and athletic attire are not authorized for wear within the main building.

(d) Very short, revealing or athletically styled shorts and workout clothing are not considered appropriate attire.

c. South Patio Pool Area. In addition to the clothing prescribed in paragraph 2b(1) above, swim suits, athletic attire, or shorts may be worn at

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any time. Discretion and judgment will always dictate the appropriate type of attire.

Article III

3. Hours of Operation

a. Except as may be otherwise prescribed by the Commanding General, the bar will be opened daily in conformance with California State Law.

b. Hours of operation of the Officers' Pub will be promulgated by the Club Manager and will be prominently posted. The operations schedule may be modified by correspondence with the Chief of Staff.

c. The Officers' Pub may be opened on weekends by request to the Club Manager. Request will be submitted at least 48 hours prior to the date requested.

d. Days and hours of operation of the adjacent swimming pool will be promulgated by separate directive.

Article IV

4. Minors and Pets

a. Minors

(1) Definition - Any person who has not yet reached the age of 21.

(2) Minors will not be permitted in the main bar, or at any portable bar, at any time.

(3) Minors will not be served or permitted to buy alcoholic beverages.

(4) Parents or hosts of minors are responsible for their conduct.

b. Pets. Pets will not be allowed in the Club at any time, with the exception of seeing eye dogs.

Article V

5. Private Parties

a. When availability permits, the Club facilities may be reserved for private catered events attended by groups of authorized patrons.

b. Reservations and arrangements for such events will be made with the Club Manager.

c. Reservation cancellations must be submitted at least 72 hours prior to the function.

d. At least 14 working days before the date of any party, the

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contracting member or an authorized representative must sign a party contract. The contract must include a forecast of the number attending.

e. During private parties, the "Officers' Pub" will normally be open for members and their guests only.

Article VI

6. Check Cashing

a. First party personal check cashing is authorized to members of the Club only. All members who have individual checks returned by the bank/credit union, that cannot be proven to be a bank/credit union error, will be assessed the current returned check fee.

b. Nonmembers may pay for the cost of goods/services received by check. Checks are not to exceed the cost of the goods/services received.

Article VII

7. Gambling. Gambling of any kind is prohibited in the Club.

Article VIII

8. Guests

a. Only members are authorized to invite nonmembers to the club as their guests.

b. Employees of the MCCS Directorate may not be invited as guests unless otherwise eligible in their own right.

ENCLOSURE (2)

House Rules

Article I

1. Applicability. These rules apply to all patrons and their guests within the physical limits of the Club.

Article II

2. Enforcement

- a. Provisions of the House Rules and of applicable portions of the By-laws will be brought to the attention of patrons who have exceeded the bounds of proper social behavior or who have violated the regulations governing the operation of the Club. Such warning will be made by the Club Manager, by the manager's representative, or by the senior patron observing the breach of behavior.

- b. Flagrant or repeated violations of the House Rules or the By-laws will be reported to the Club Manager and by the Manager to the President of the Advisory Board.

- c. Enforcement of the House Rules and the By-laws at a private party will be the responsibility of the senior sponsor of the party.

Article III

3. Conduct

- a. Patrons and guests will conduct themselves with proper social decorum at all times.

- b. Hosts are responsible for the conduct of their guests.

- c. Parents are responsible for the conduct of their children.

- d. Running or horseplay in the patio area is prohibited.

Article IV

4. Removal or Damage of Property. Glassware, dishes, and other property of the Club will not be removed from the Club without the specific authority of the Manager or the Manager's direct representative.

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Sample Advisory Board Member Appointment Letter

Unit Heading

1700
SSIC
(Date)

From: Commanding Officer
To: Officer Appointed

Subj: APPOINTMENT AS THE (PRIMARY OR ALTERNATE) COMMISSIONED OFFICERS' CLUB
ADVISORY BOARD REPRESENTATIVE

Ref: (a) CCO 1746.16I

1. You are appointed as the (Unit) representative to the Commissioned Officers' Club Advisory Board. You will be governed in the performance of your duties in accordance with the reference.
2. You will attend the monthly MCAGCC Commissioned Officers' Advisory Board meetings normally held on the third Wednesday of each month.
3. This appointment will terminate upon your reassignment or transfer, unless sooner revoked.

CO'S SIGNATURE

Copy to:
President, Commissioned Officers' Club Advisory Board

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